

Welcome to ImmuNet!

By referring to the **VFC Vaccine Inventory Ordering Quick Reference Guide**, you will be able to:

- [Order VFC Vaccines](#)
- [Order VFC Specialty and Flu Vaccines](#)
- [Check the Status of the VFC Vaccine Order](#)
- **Manage VFC Vaccines**
  - [\\*Add Vaccines](#)
  - [\\*Remove Vaccines](#)

## Order VFC Vaccines

Before submitting the VFC Inventory Report, please ensure that **Delivery Window #1** and **Delivery Window #2** in your VFC Profile is correct. This section is where you confirm your open hours, which allows you to allot time for a lunch hour during which you can't receive a delivery.

**Edit VFC Profile**

**VFC Profile**

Provider Pin: \* Facility Type:

Initiating Organization:

Initiating User:

**Delivery Contact Information ▲**

\* Delivery Contact First Name:

\* Delivery Contact Last Name:

Delivery Contact Middle Name:

\* Delivery Address (Street):

Delivery Address (Other):

\* Delivery City:  Delivery State: MD

\* Delivery Zip:  +4:  \* Delivery County:

\* Delivery Phone:    Ext.  Delivery Fax:

\* Delivery Alternative Phone:

Delivery Email:

<b>Delivery Window #1:</b>	<b>Delivery Window #2:</b>
Monday: <input type="text"/> to <input type="text"/>	Monday: <input type="text"/> to <input type="text"/>
Tuesday: <input type="text"/> to <input type="text"/>	Tuesday: <input type="text"/> to <input type="text"/>
Wednesday: <input type="text"/> to <input type="text"/>	Wednesday: <input type="text"/> to <input type="text"/>
Thursday: <input type="text"/> to <input type="text"/>	Thursday: <input type="text"/> to <input type="text"/>
Friday: <input type="text"/> to <input type="text"/>	Friday: <input type="text"/> to <input type="text"/>
Saturday: <input type="text"/> to <input type="text"/>	Saturday: <input type="text"/> to <input type="text"/>
Sunday: <input type="text"/> to <input type="text"/>	Sunday: <input type="text"/> to <input type="text"/>

Special Ordering Instructions:  (35 Character Limit)

**Backup Contact Information ▲**

Entries must be different from Delivery Contact Information

\*Backup First Name:

\*Backup Last Name:

\*Backup Office Position:

\*Backup Phone Number:    \*Backup Fax Number:

\*Backup Email Address (must be different than other emails provided)

If there is information you need to change, such as **Delivery Contact Person** information, **Back-Up Contact Person** information, click **Edit VFC Profile**,

**Edit VFC Profile**

change the information and then click **Save**.

To edit any other information in the VFC Profile such as **Mailing Address**, please contact the [VFC Contact Center](#).

To order VFC Vaccines:

1. Click on **VFC Inventory/Orders** in the center of the screen or

**VFC Inventory / Orders**

in the left navigator click **Inventory and Ordering, Create and View Orders, Enter Inventory**.

**Patients**  
**Organization Reports**  
**Inventory and Ordering**  
Create and View  
Orders >



- Edit VFC Profile**
- Enter Inventory**
- Order Specialty/Flu Vaccines**
- VFC Enrollment Survey**

- Right-click directly on the form and click 'Print' to print a blank form to take inventory of the VFC vaccines on hand.

Grantee Code: MDA		Provider Pin: PINIR1		Inventory Date: 10/14/2016		
#	Trade Name/Description	NDC	Ordering Intention	Lot Number	Exp. Date	Quantity (in doses)
1	Acel-Imune	12121-1222-12	PED	jkko	01/01/2020	
2	ActHib	49281-0545-05	PED	999999	01/01/2020	
3	ActHib	49281-0545-05	PED	UAT CHECKOUT	01/01/2017	
4	DAPTACEL	49281-0286-10	PED	DoseLevelTest	10/21/2018	
5	Engerix-B Adult	58160-0821-52	ADU	1245	10/15/2018	
6	Engerix-B Peds	58160-0820-11	PED	123	10/15/2020	
7	Gardasil 9	00006-4119-02	PED	test Gardasil 9	04/18/2017	
8	IPOL	49281-0860-10	PED	98765	12/31/2020	
9	Pevnar 13	00005-1971-02	PED	Test123	04/22/2025	

**IMPORTANT: If an adjustment is needed to your vaccine order - - for example, a specific vaccine is NOT needed, please contact the [VFC Contact Center](#) BEFORE SUBMITTING THE ORDER.**

- On the **Provider Inventory Data** screen, add the quantity, in doses, for each lot you have on hand in your VFC inventory. If you don't have any inventory of a particular lot on hand, enter a '0'. All rows must be filled in with a number (if you leave a row blank, you will receive an error when you try to save the report).
- Click **Submit Inventory**.

**Provider Inventory Data**

Please enter the number of VFC doses remaining in your organization's inventory as of today's date. If your organization has used up all doses for a lot number below, please enter a "0".

**Note:** Only VFC, non-expired inventory lots with a quantity of 1 dose or higher and an inventory date in the ImmuNet inventory module will display in the table below.

Once you have completed your organization's data entry, select the Submit Inventory button. The VFC Program will then place a vaccine order on your organization's behalf.

Grantee Code: MDA      Provider Pin: PINIR1      Inventory Date: 10/14/2016

#	Trade Name/Description	NDC	Ordering Intention	Lot Number	Exp. Date	Quantity (in doses)
1	Ace-Imune	12121-1222-12	PED	jkko	01/01/2020	
2	ActHib	49281-0545-05	PED	999999	01/01/2020	
3	ActHib	49281-0545-05	PED	UAT CHECKOUT	01/01/2017	
4	DAPTACEL	49281-0286-10	PED	DoseLevelTest	10/21/2018	
5	Engerix-B Adult	58160-0821-52	ADU	1245	10/15/2018	
6	Engerix-B Peds	58160-0820-11	PED	123	10/15/2020	
7	Gardasil 9	00006-4119-02	PED	test Gardasil 9	04/18/2017	
8	IPOL	49281-0860-10	PED	98765	12/31/2020	
9	Prevnar 13	00005-1971-02	PED	Test123	04/22/2025	

Submit Inventory  
Cancel

The order will show as "Pending" under the **Current Reports** under **Order Status**.

**Current Reports**

Report ID	User	Submit Date	Order Status
			<a href="#">pending</a>

**Important Notes:**

- Your ImmuNet log in will time out after 1 hour of inactivity.
- For vaccines that are wasted, spoiled, or expired continue to use the paper [Vaccine Return and Wastage Form](#).
- If you don't see a lot number you have on hand on the VFC Inventory Report, press **Cancel** and enter the vaccines into your ImmuNet inventory and then go back and re-enter your inventory.

**Order VFC Specialty and Flu Vaccines**

1. Click on **VFC Inventory/Orders** in the center of the screen or



on the left navigator click **Inventory and Ordering** and then click **Order Specialty/Flu Vaccines**.

Patients  
Organization Reports  
Inventory and Ordering

Create and View  
Orders >



- Edit VFC Profile
- Enter Inventory
- Order Specialty/Flu Vaccines
- VFC Enrollment Survey

When flu vaccines are *not* available, the button will only say **Order Specialty Vaccines**.

There are three (two when flu vaccines are unavailable) sections:

- Specialty
- Single Dose
- Flu

**Order Specialty/Flu Vaccines**

Grantee Code: MDA      Provider Pin:

Organization Name:

Inventory Date: 07/10/2019

Is this a priority Order?  yes    no      If yes, select Priority Reason:



Inventory entry instructions:  
Please enter the number of VFC doses remaining in your organization's inventory as of today's date. Enter remaining inventory in the 'Inventory Quantity (in doses)' column. If your organization has used all doses or has no doses for the trade name, enter a zero.

Order entry instructions:  
Please enter an Order Quantity (in doses) for each line. The Order Quantity can be zero, or equal to, or a multiple of the Package Quantity.

Exception: The Single Dose section allows an Order Quantity of 1 dose.

Specialty Trade Name/Mfr/Description	NDC	Inventory Quantity (in doses)	Ordering Intention	Funding Type	Package Quantity	Order Quantity (in doses)
<b>Bexsero</b> GlaxoSmithKline (SmithKline Beecham and Glaxo Wellcome) 1 Dose Syringe	58160-0976-20	<input type="text"/>	PED		10	<input type="text" value="0"/>
<b>Trumenba</b> Pfizer, Inc. (including Wyeth-Ayerst) 1 Dose Syringe	00005-0100-10	<input type="text"/>	PED		10	<input type="text" value="0"/>
Single Dose Trade Name/Mfr/Description	NDC	Inventory Quantity (in doses)	Ordering Intention	Funding Type	Package Quantity	Order Quantity (in doses)
<b>DT</b> Sanofi Pasteur Inc. (Connaught and Pasteur Merieux) 1 Dose Vial	49281-0225-10	<input type="text"/>	PED		1	<input type="text" value="0"/>
<b>Pneumovax 23</b> Merck & Co, Inc. 1 Dose Syringe	00006-4837-03	<input type="text"/>	PED		10	<input type="text" value="0"/>
<b>Td</b> Massachusetts Biologic Laboratories 1 Dose Vial	13533-0131-01	<input type="text"/>	PED		1	<input type="text" value="0"/>
<b>TENIVAC</b> Sanofi Pasteur Inc. (Connaught and Pasteur Merieux) 1 Dose Svrinae No Needle	49281-0215-15	<input type="text"/>	PED		1	<input type="text" value="0"/>

**\* Justification Statement:**

Please enter Justification Statement, why this order is needed.  
Click Confirm Order, once you have completed inventory, order, and Justification entries.

2. Fill out each **Inventory Quantity** and **Order Quantity** section, even if you aren't ordering from one of the sections. The order quantity will default to '0', but enter a number in the **Inventory Quantity** column for each row.
  - Specialty
    - Specialty vaccines should be ordered in multiples of 10.
  - Single Dose
    - The Single Dose section allows you to order some vaccines in quantities less than 10. Use this section, if you only need a small number of the selected vaccine.
  - Flu
    - The Flu section will **only appear when flu vaccines are available**.
    - Flu vaccines should be ordered in multiples of ten.

The **Priority Order** selection is not generally used. VFC **DOES NOT** ship priority orders.

3. Enter a brief explanation in the **Justification Statement** box at the bottom of the form.
4. Click **Confirm Order**. If there are any errors in your order, they will appear in **red** at the top of the page. Otherwise, '**Order Confirmed**' will appear in **red**.

The order will show as '**Pending**' under the **Current Reports section** and **Order Status** column.

**Current Reports**

Report ID	User	Submit Date	Order Status
			<a href="#">pending</a>

## Check the Status of the VFC Vaccine Order

1. Click on **VFC Inventory/Orders** in the center of the screen



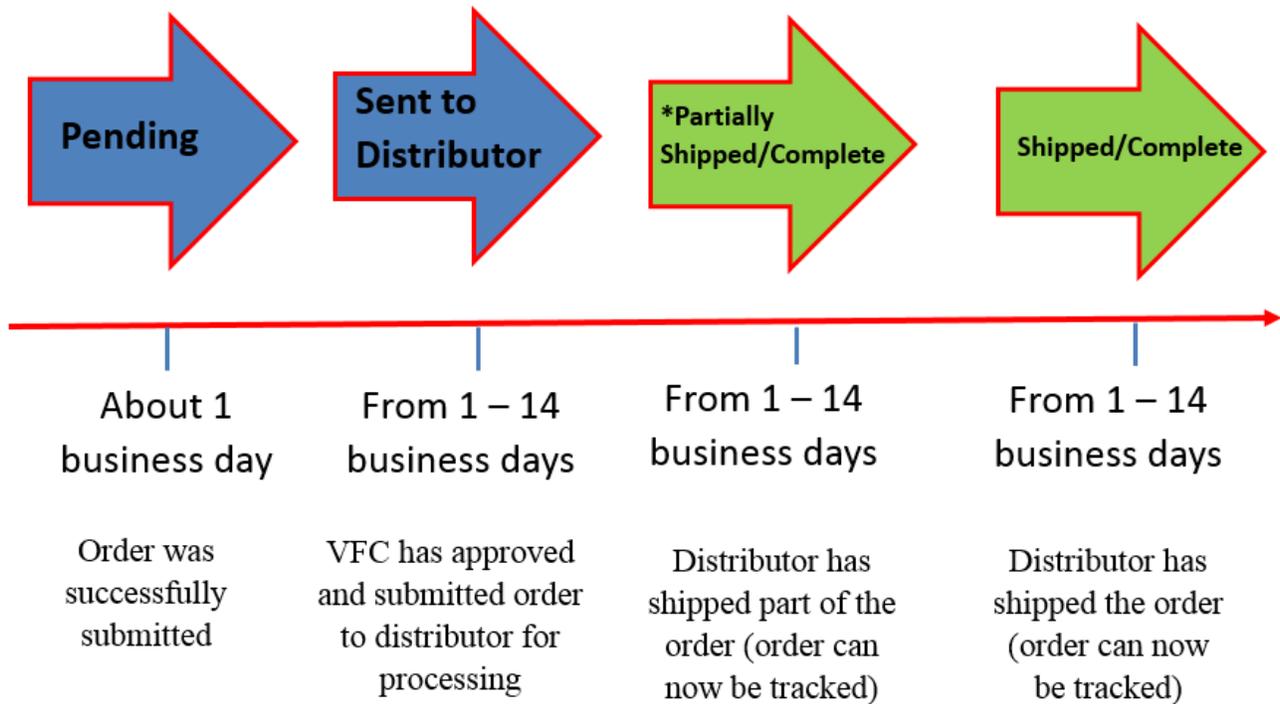
2. Go to the bottom section of the screen called **Current Reports**. The first line item listed is the most current order submitted. To view the status of the order, go to the end of that row, under the column **Order Status**.

**Current Reports**

Report ID	User	Submit Date	Order Status
			<a href="#">pending</a>

The VFC Vaccine order process takes about 14 business days (possibly sooner during non-flu season).

3. Check the **Current Reports** screen **every few days** to view the following order statuses:



When **Order Status** says ‘Partially Shipped/Complete’ or ‘Shipped/Complete’, you may track the vaccine shipment(s).

4. Click on the [blue](#) link under **Order Status** to view the order’s delivery information and to track the vaccine shipment.

Current Reports			
Report ID	User	Submit Date	Order Status
			<a href="#">Partially Shipped/Complete</a>

Delivery carrier and tracking number information will be displayed for each vaccine that will be shipped. Go to the respective delivery carrier's website and enter the tracking number to track that shipment.

Shipment Tracking Information Order ID: 10130845

Grantee Code: \_\_\_\_\_  
 Organization: \_\_\_\_\_  
 Provider Pin: \_\_\_\_\_ Cancel

Is this a Priority Order:  Yes  No  
 If yes, select Priority Reason: \_\_\_\_\_

Order Date/Time: 01/23/2019 / 11:18

Order Line Item	Trade Name/Description	NDC	Carrier	Tracking Number	Quantity Shipped (in doses)
1	Boostrix 1 Dose TL Syringe No Needle	58160-0842-02			5
	Boostrix 1 Dose TL Syringe No Needle	58160-0842-02	FDX1	755168083725	10
2	Gardasil 9 1 Dose Vial	00006-4121-02			12
	Gardasil 9 1 Dose Vial	00006-4121-02	FDX1	755168083725	20
3	Havrix-Peds 2 Dose 1 Dose TL Syringe No Needle	58160-0825-02			23
	Havrix-Peds 2 Dose 1 Dose TL Syringe No Needle	58160-0825-02	FDX1	755168083725	30

## Manage VFC Vaccines

### \*Add Vaccines

Occasionally, your ImmuNet Inventory module will not have a VFC vaccine lot that was sent to you. If you do not see a lot number for a vaccine you have on hand in your VFC Inventory Report when you attempt to place your order or when you are reporting an administered VFC vaccine to ImmuNet, click **Cancel**. You may also add your privately purchased vaccines to ImmuNet by following these steps:

1. Click on **Inventory and Ordering** and then **Manage Inventory**.

**Patients**

**Organization Reports**

**Inventory and Ordering**

- > Create and View Orders
- > **Manage Inventory**
- > Manage Transfers
- > Transfer Shipping Documents

2. Click **View Inventory** and ensure that the missing lot number is not on the list shown. If it is on the list, but marked 'Inactive' under **Lot Active**, click on the **Trade Name**, set the **Lot Active** field to 'Yes,' click **Save**, and then complete your VFC Inventory Report.

- If it is expired, you will not be able to add it as a new vaccination.
- If it was administered before the expiration date, you can still enter the vaccination as 'historical'.
- Expired VFC vaccines should be reported to the VFC program using the VFC [Vaccine Return and Wastage Form](#).

**Manage Inventory**

Show Inventory for Sites.... View Inventory

Show Transactions for Sites.... Show Transactions

Update inventory Alerts.... Update Alert Prefs

Return to the Previous Screen.... Cancel

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**Inventory Alerts**

*Vaccine Order/Transfer Notification ...*

Type	Shipped	Awaiting Return Shipment	Rejected
Order(s)		No Order Notification	
Transfer(s)		No Transfer Notification	

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*Active Inventory that is Going to Expire or Expired Lots with a Quantity ...*

Site Name	Trade Name	Lot Number	NDC	On Hand	Public	Exp Date
No vaccines are currently set to expire.						

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*Inventory that is Running Low by Vaccine Group ...*

Vaccine Group	Quantity On Hand	Public
No vaccine groups have a low inventory.		

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*Inventory that is Running Low by Trade Name ...*

Trade Name	Quantity On Hand	Public
No trade names have a low inventory.		

3. If the lot number is not on the list, click **Add Inventory**.

**View Inventory**

Add Inventory for Site		<b>Add Inventory</b>
Modify Quantity On Hand for Selected Sites....		<b>Modify Quantity</b>
Show Transactions for Sites....		<b>Show Transactions</b>
Return to the Previous Screen....		<b>Cancel</b>

Site:  Show  Active  Inactive  Non-Expired  Expired

Select	Trade Name	Lot Number	NDC	Inv On Hand	Active	Public	Exp Date
<input type="checkbox"/>	<a href="#">ActHib</a>	UI903AAA	49281-0545-03	6	Y	Y	09/14/2019
<input type="checkbox"/>	<a href="#">ActHib</a>	UI901AAA	49281-0545-03	45	Y	Y	09/17/2019
<input type="checkbox"/>	<a href="#">ActHib</a>	UI905AAA	49281-0545-03	40	Y	Y	10/24/2019
<input type="checkbox"/>	<a href="#">ActHib</a>	UI937AAA	49281-0545-03	40	Y	Y	11/05/2019

4. Add the **Trade Name**, **Manufacturer**, **NDC**, **Lot Number**, **Expiration Date**, and **Quantity on Hand**. The **Lot Active** field should be set to 'Yes' and for VFC vaccines the **Funding Type** should be set to 'Public'.
5. Click **Save**.

### Add Vaccine Inventory Information

Site:

Display Trade Names With Active NDC  Display All

Trade Name:

Manufacturer: Sanofi Pasteur Inc. (Connaught and Pasteur Merieu)

NDC:

\*Note: Manufacturer name may not display accurately based upon the NDC selected.

Package Description:

Lot Number:

Dose:

Expiration Date:  

Funding Type: Public

Lot Active: Yes

Quantity on Hand:

Cost Per Dose (\$):

6. To add any additional lot numbers, click **Add New**. Click **Cancel** to return to your inventory.

**Edit Vaccine Inventory Information**

Site: <input type="text"/>		<input type="button" value="Save"/>
Trade Name: <input type="text"/>	<input checked="" type="radio"/>	<input type="button" value="Cancel"/>
Manufacturer: <input type="text" value="Sanofi Pasteur Inc. (Connaught and Pasteur Merieu)"/>	<input type="radio"/>	<input type="button" value="Add New"/>
NDC: <input type="text" value="49281-0286-10 - active"/>		
Package Description: <input type="text" value="1 Dose Vial"/>		
Lot Number: <input type="text" value="Test 2"/>		<input type="button" value="Delete"/>
Dose: <input type="text" value=".5"/>		
Expiration Date: <input type="text" value="10/21/2017"/> 		
Funding Type: <input type="text" value="Public"/>		
Lot Active: <input type="text" value="Yes"/>		
Quantity on Hand: <input type="text" value="12"/>		
Cost Per Dose (\$): <input type="text"/>		

**Modify Quantity On Hand**

Action: <input type="text" value="Add"/>		
Amount: <input type="text"/>		
Reason: <input type="text" value="Receipt of Inventory"/>		

**\*VFC auto-shipment(s) of flu vaccine received must be manually added to your ImmuNet inventory module. Auto-shipment of flu information is NOT automatically uploaded into your inventory module.**

**\*Remove Vaccines**

Vaccines sent from VFC are automatically uploaded into your ImmuNet inventory module. Your active inventory may show vaccine lots that you've already used.

To remove them from your VFC inventory report:

1. Click on **Inventory and Ordering, Manage Inventory**.

**Patients**

**Organization Reports**

**Inventory and Ordering**

- > Create and View Orders
- > Manage Inventory
- > Manage Transfers
- > Transfer Shipping Documents

2. Click **View Inventory**.



**Manage Inventory**

- Show Inventory for Sites...
- Show Transactions for Sites...
- Update inventory Alerts....
- Return to the Previous Screen....

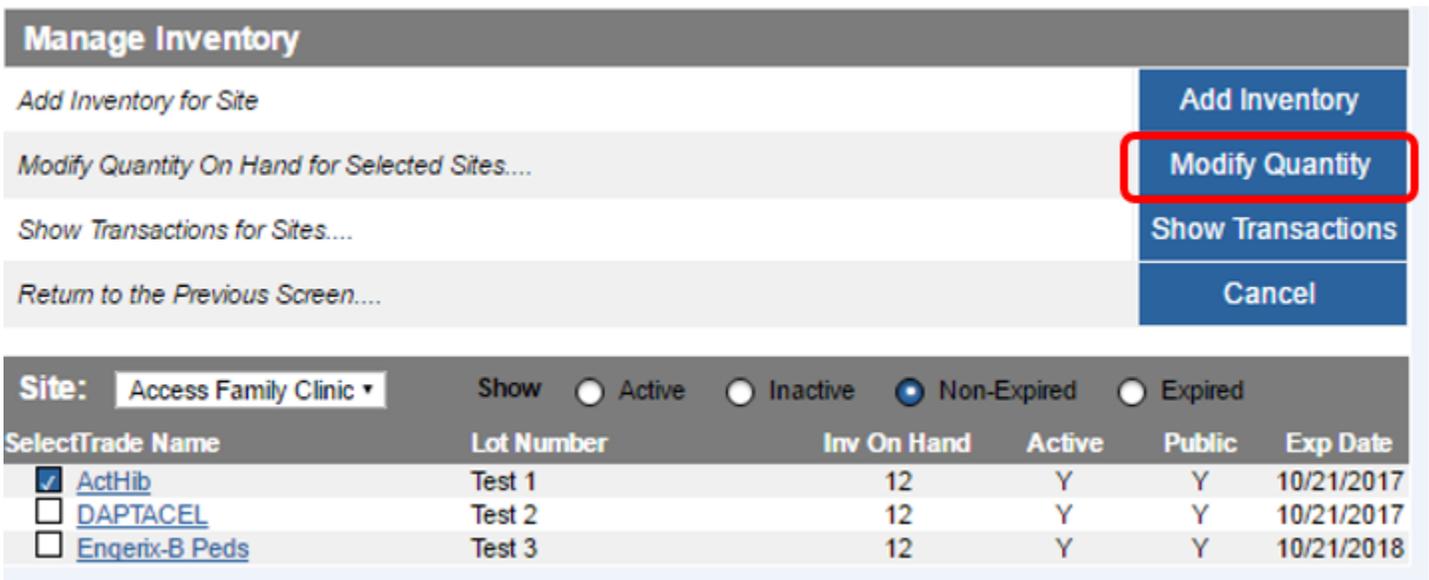
**View Inventory**

Show Transactions

Update Alert Prefs

Cancel

3. Click the **Select** checkbox to the left of the **Trade Name** for each lot number you want to remove. Click **Modify Quantity** (or click directly on the blue **Trade Name** link).



**Manage Inventory**

Add Inventory for Site **Add Inventory**

Modify Quantity On Hand for Selected Sites.... **Modify Quantity**

Show Transactions for Sites.... **Show Transactions**

Return to the Previous Screen.... **Cancel**

**Site:** Access Family Clinic ▾ Show  Active  Inactive  Non-Expired  Expired

Select	Trade Name	Lot Number	Inv On Hand	Active	Public	Exp Date
<input checked="" type="checkbox"/>	<a href="#">ActHib</a>	Test 1	12	Y	Y	10/21/2017
<input type="checkbox"/>	<a href="#">DAPTACEL</a>	Test 2	12	Y	Y	10/21/2017
<input type="checkbox"/>	<a href="#">Enqerix-B Peds</a>	Test 3	12	Y	Y	10/21/2018

- For each line, select '**Subtract**' under **Action**, in **Amount** enter the number to be subtracted, select '**Error Correction**' under **Reason**, and finally, click **Save**.

**Manage Inventory**

Save Changes to Quantity On Hand for Selected Sites... Save

Return to the Previous Screen... Cancel

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**Modify Quantity On Hand for Selected Site(s)**

Trade Name	Lot Number	Inv On Hand	Action	Amount	Reason
ActHib	Test 1	12	Add ▾	<input type="text"/>	<div style="border: 1px solid gray; padding: 2px;">                     Receipt of Inventory ▾                      Receipt of Inventory  <span style="border: 2px solid red; padding: 2px;">Error Correction</span>                      Doses Returned                      Doses Transferred                      Doses Wasted                 </div>

**\*To zero out inventory** - select '**Subtract**' under **Action**, in **Amount** enter the *same number* that is displayed under **Inv on Hand**, select '**Error Correction**' under **Reason**, and click **Save**.